

**If you are here to record a NEW SURVEY, please follow these instructions, in order.**

**Step 1:**

**Planning Department- Room B-01 (Basement)**

Here an employee will verify that your plat has the correct information needed for recording and meets the development requirements through the Zoning Ordinance and Land Development Regulations.

The requirements are that you must bring at least three original copies of the plat must be provided. The plats must have a raised seal and signature by a licensed surveyor.

If approved, the employee will stamp and sign the plat. One of the three original plats will be retained by the Planning Department.

**Step 2:**

**Assessor's Office- Room 109 (Main level)**

Here your two remaining plats will receive a second stamp and signature. The Appraiser will discuss with you the purpose for the new survey.

If you are selling part of your property **and a deed will follow**, you are now ready to continue to the Office of the Clerk of Court to record the plat and **no other action** is needed on your part.

If you are splitting off a section of your property **without a deed**, you will be given a **Split Form** at this time. You will need to complete this form **AFTER** your plat is recorded because you will need to fill in the Plat Book and Page that are assigned at recording.

**Step 3:**

**Clerk of Court- Room 114 (Main level)**

Here you will have your plat recorded for a fee of \$25. The Plat Book and Page will be assigned at this time. The Clerk of Court office will keep one of the plats and you will keep the other.

**Step 4:**

**Assessor's Office- Room 109 (Main level)**

If you were given a Split Form in the Assessor's Office, you will now need to return to the Assessor's Office to turn in the completed Split Form to them. If you should need help, they will assist you in completing the form.

If you will be obtaining a building permit for this property, you will need an address assigned before the permit can be issued. To simplify this process, please inform the Assessor's Office when returning the Split Form to them so that they can notify GIS prior to the parcel being cut off. GIS will then assign the address when the tax map number is assigned.

Once all of these steps are completed, we will begin the process of splitting off the property and assigning a tax map number and/ or address. This process involves multiple departments and although we try to process these requests as quickly as possible, a normal timeframe for completion is approximately one to two weeks.